

**SOUTH CAROLINA GOVERNOR'S OFFICE  
MANSION & GROUNDS**

**COLUMBIA, SOUTH CAROLINA**

**STATE AUDITOR'S REPORT**

**JUNE 30, 2017**



## Independent Accountant's Report on Applying Agreed-Upon Procedures

March 20, 2018

Ms. Marcia S. Adams, Executive Director  
South Carolina Department of Administration  
Columbia, South Carolina

We have performed the procedures described in Attachment 1, which were agreed to by the management of the South Carolina Governor's Office – Mansion & Grounds (the Agency), on the systems, processes and behaviors related to financial activity of the Agency for the fiscal year ended June 30, 2017. The Agency's management is responsible for the systems, processes and behaviors related to financial activity. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment 1 either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be an opinion or conclusion, respectively, on the systems, processes and behaviors related to financial activity of the Agency. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The concept of materiality does not apply to findings to be reported in an agreed-upon procedures engagement. Therefore, all findings from the application of the agreed-upon procedures must be reported unless the definition of materiality is agreed to by the specified parties. Management of the Agency has agreed that the following deficiencies will not be included in the State Auditor's Report on Applying Agreed-Upon Procedures:

- Clerical errors of less than \$1,000 related to processing cash receipts and cash disbursements transactions unless the errors occur in ten percent or more of the transaction class inspected.
- Clerical errors of less than \$1,000 related to reporting packages.
- Errors in applying account coding definitions to accounting transactions unless it is determined that ten percent or more of the accounting transactions inspected were found to be in error.
- Reporting packages which are submitted less than three business days after the due date unless it is determined that more than two of the reporting packages were submitted late.

This report is intended solely for the information and use of the management of the South Carolina Governor's Office – Mansion & Grounds and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

George L. Kennedy, III, CPA  
State Auditor

**South Carolina Office of the State Auditor**

**Agreed Upon Procedures Related to the South Carolina Governor's Office – Mansion & Grounds (D20)**

**Cash Receipts/Revenues**

1. Compare current year revenues at the subfund and account level from sources other than State General Fund appropriations to those of the prior year. Obtain and document an understanding of variations over \$100,000 and 10%.

We found no exceptions as a result of these procedures.

**Cash Disbursements/Non-Payroll Expenditures**

2. Compare current year non-payroll expenditures at the subfund and account level to those of the prior year. Obtain and document an understanding of variations over \$50,000 and 10%.
3. Randomly select five non-payroll disbursements and inspect supporting documentation to determine:
  - The transaction is properly completed as required by Agency procedures; invoice(s) agree(s) with general ledger as to vendor, amount, number, and date.
  - All supporting documents and approvals required by Agency procedures and good business practice are present and agree with the invoice.
  - The transaction is a bona fide expenditure of the Agency, properly coded to the general ledger.
  - Disbursement complied with applicable State laws, rules, and regulations including the State Consolidated Procurement Code, state travel regulations etc.
  - Clerical accuracy / confirm proper sales/use tax.
4. Randomly select five non-payroll disbursements and inspect supporting documentation to determine that disbursements are recorded in the proper fiscal year.
5. Perform a search for transactions in the general ledger exceeding the Agency's procurement authority. If any, confirm the Agency's compliance with the State's procurement procedures.

We found no exceptions as a result of these procedures.

**Payroll**

6. Compare current year payroll expenditures at the subfund and account level to those of the prior year. Obtain an understanding of variations over \$50,000 and 10%.
7. Randomly select five employees and perform the following procedures:

For Salaried Employees:

- Obtain and inspect the employee's payroll and/or personnel file for various forms, communications, etc., to confirm that the person is a bona fide employee of the Agency.
- Agree gross pay to supporting documentation confirming all changes to gross salary for the year. Determine that all changes have been properly approved.

For Hourly Employees:

- Obtain and inspect the employee's payroll and/or personnel file for various forms, communications, etc., to confirm that the person is a bona fide employee of the Agency.
- Confirm the hourly rate and time sheets are properly approved; recalculate gross pay.

## **Payroll (Continued)**

8. Haphazardly select five employees hired during the fiscal year to determine if they were added to the payroll in accordance with the Agency's policies and procedures and that their first pay check was properly calculated in accordance with applicable State law.
9. For the three employees who terminated employment during the fiscal year determine if the employee was removed from the payroll in accordance with the Agency's policies and procedures, that the employee's last pay check was properly calculated, and that the employee's leave payout was properly calculated in accordance with applicable State law.
10. Compare the percentage change in personal service expenditures between the current year and prior year to the percentage change in employer contributions expenditures between the current year and prior year. Obtain an explanation of changes greater than 10%.
11. Compute the percentage distribution of fringe benefit expenditures by fund source and compare to the actual distribution of recorded personal service expenditures by fund source. Obtain an explanation of changes greater than 10%.

We found no exceptions as a result of these procedures.

## **Journal Entries and Transfers**

12. Randomly select two journal entries and three transfers for the fiscal year to:
  - Trace postings to the general ledger, confirming amounts agree with supporting documentation.
  - Confirm transaction is properly approved.
  - Inspect supporting documentation and relevant inter-agency agreements to confirm the purpose of the transaction.

We found no exceptions as a result of these procedures.

## **Appropriation Act**

13. Inspect the Appropriation Act work program, provided to and completed by management, confirming areas of noncompliance, if any.
14. Confirm compliance with Agency-specific state provisos by inquiring with management and observing supporting documentation.

## **Finding**

An inventory of personal property was not completed in fiscal year 2017 as required by State law.

## **Management's Response**

The Department of Administration is our outsourced record keeping agent. The Mansion and Grounds only has three low value assets: a refrigerator, and projector and one CISCO Catalyst LAN. The Department of Administration will review all assets for the Governor's Mansion and Grounds annually.

## **Reporting Packages**

15. Obtain copies of fiscal year end reporting packages submitted to the Office of the State Comptroller General (CG). Inspect the Master Reporting Package Checklist to determine the appropriate reporting packages were prepared and submitted by the due date established by CG's Reporting Policies and Procedures Manual.

## Reporting Packages (Continued)

16. In addition to the procedure above, we will perform the following:

- Cash and Investments Reporting Package

Determine if responses are reasonable/accurate based on inspection of the SCEIS general ledger, the SCEIS Year-end Reporting -Cash and Investments report and/or Department prepared records. In addition, determine if amounts agree to State Treasurer's Office Composite Bank Account reports and year end reconciliations.

- Subsequent Events Questionnaire

Determine if responses are reasonable/accurate and any required supplemental information was properly prepared and submitted based on inspection of the SCEIS general ledger and/or Department prepared records.

We found no exceptions as a result of these procedures.

## Composite Reservoir Accounts

17. We confirmed with the Agency their use of the Governor's Office – Mansion and & Grounds composite reservoir account.

18. Obtain fiscal year monthly reconciliations for the composite reservoir account and for two of the reconciliations, perform the following procedures:

- Determine the selected reconciliations were timely performed and properly documented in accordance with State regulations and were mathematically correct.
- Agree applicable amounts from reconciliations to the general ledger.
- Agree applicable amounts from reconciliations to the State Treasurer's Office monthly reports and monthly bank statements.
- Determine if reconciling differences were adequately explained and properly resolved.

19. Inspect the sole receipt from one selected reconciliation (no receipts were noted on the second reconciliation) to determine that it was properly described and classified in the accounting records in accordance with the Agency's policies and procedures and State regulations and recorded in the proper fiscal year and that any retention or remittance of revenue is supported by law.

20. Inspect five disbursements from each selected reconciliation to determine if they were properly described and classified in the accounting records in accordance with the Agency's policies and procedures and State regulations, were bona fide disbursements of the Agency, were paid in conformity with State laws and regulations and that goods and/or services were procured in accordance with applicable laws and regulations.

We found no exceptions as a result of these procedures.

## Mansion Foundation

21. Inspect the Mansion Foundation's bylaws and other documentation related to its organization and operations.

While we received the Mansion Foundation's bylaws, we did not obtain other documentation related to its organization and operation.